



CalHFA Loan Purchase Submission Check List

(Minimum documents required for CalHFA loan purchase)

First Mortgages Purchased by Master Servicer

Refer to CalHFA Conditional Approval for loan submission instructions

First Mortgages Serviced by Lender

_____ MSV Part II, original, fully completed and executed
_____ Original Promissory Note endorsed to California Housing Finance Agency
_____ Title Company certified copy of Deed of Trust (including legal description page)
_____ Title Company certified copy of Assignment (if applicable)
_____ Loan Payment History - current
_____ Final HUD 1

First Mortgages Service Released to CalHFA

In addition to the above items, the following items must be provided

_____ Initial, signed or final, signed Loan Application (copy)
_____ Borrower(s)' _____ Co-signor(s)'
_____ Buydown Agreement (if applicable)
_____ Quitclaim Deed (if applicable)
_____ Truth-In-Lending Disclosure – Reg. Z (copy)
_____ Good Faith Estimate (copy)
_____ Declaration of Insurance
_____ hazard _____ flood

Subordinate CalHFA Mortgage(s)

For Each Subordinate Loan, the following items must be provided

_____ MSV Part II (Subordinate)
_____ Initial, signed or final, signed Loan Application (copy)
_____ Borrower(s)' _____ Co-signor(s)'
_____ Original Promissory Note drawn on CalHFA documents
_____ Title Company certified copy of Deed of Trust (including legal description page)
_____ Final HUD 1
_____ Loan payment history if any loan curtailments have been made

Send CalHFA purchase packages to:

**California Housing Finance Agency
Attn: Loan Purchase Department
500 Capital Mall, Suite 400
Sacramento, CA 95814
Telephone: (916) 326-8000 Fax: (916) 324-6589**